

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PM-1972**

**For:** State and County Offices

**Changing Award Recognition Report Submissions**

**Approved by:** Acting Deputy Administrator, Management



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**1 Overview**

**A**

**Background**

The following awards recognition reports are required:

- Incentive Award Program (PE-22P), according to 7-PM
- Detailed Recognition (PE-113P), according to 7-PM
- Monthly Recognition Report (PE-171R), according to Notice PM-1939.

These reports contain statistics on monetary, nonmonetary, and honorary awards presented to County Office and Federal employees. State Offices submit a consolidated report to the National Office.

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**B**

**Purpose**

This notice:

- explains changes for preparing a quarterly, rather than annual or monthly, award recognition report
- provides instructions for submitting the Quarterly Recognition Report (PE-171R) on FSA-70.

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**Disposal Date**

December 1, 1998

**Distribution**

State Offices; State Offices relay to County Offices

## Notice PM-1972

### 2 Obsolete Reporting Requirements

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#### A

##### Department Reporting Requirement

Notice PM-1939, subparagraph 9 B informed offices that they would be informed when the Department changed their reporting requirements.

The Department has cancelled annual awards reporting requirements.

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#### B

##### FSA Obsolete Reports

Because of the change in the Department's reporting requirements, the following reports are obsolete:

- Incentive Award Program (PE-22P)
  - Detailed Recognition (PE-113P).
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### 3 Quarterly Recognition Report (PE-171R)

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#### A

##### New Awards Reporting Form

County Offices shall use FSA-70 (Exhibit 1) to report all monetary, nonmonetary, and honorary awards, including time off awards, that were given to:

- non-Federal County Office employees
- COC members, alternates, and advisors
- CMC members.

**Note:** The first quarterly report due is for July, August, and September 1997.

State Offices shall:

- download FSA-70 from the FSA Bulletin Board System, under the:
    - National Forms Library
    - in Forms Release No. 72
  - reproduce and distribute copies of FSA-70 to County Offices.
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Continued on the next page

## Notice PM-1972

### 3 Quarterly Recognition Report (PE-171R) (Continued)

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#### B

##### County Office Reporting Requirements

County Offices shall:

- each quarter, prepare PE-171R on FSA-70

**Note:** Document a negative report on FSA-70, item 12.

- obtain CED's signature and date
- submit PE-171R to the State Office by the fifth workday after the end of the quarter.

**Examples:** Send the first PE-171R for July, August, and September 1997, to the State Office by **October 7, 1997**.

The next PE-171R for October, November, and December 1997, is due in the State Office by **January 7, 1998**.

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#### C

##### State Office Reporting Requirements

State Offices shall:

- review County Offices' PE-171R's for accuracy
- submit:
  - County Offices' PE-171R's to HRD
  - PE-171R's by the 15th workday after the end of the quarter

**Examples:** Send the first PE-171R's for July, August, and September 1997, to HRD by **October 22, 1997**.

The next PE-171R's for October, November, and December 1997, are due in HRD by **January 21, 1998**.

- **only** award statistics for non-Federal County Office employees; COC members, alternates, and advisors; and CMC members

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**Notice PM-1972**

**3 Quarterly Recognition Report (PE-171R) (Continued)**

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**C**

**State Office  
Reporting  
Requirements  
(Continued)**

- a cover memorandum, signed by SED, for each quarter's PE-171R's

**Note:** See Exhibit 2 for an example of the memorandum.

- mail the cover memorandum and County Offices' PE-171R's to:

ANGELA GATHERS  
PERFORMANCE MGMT, BENEFITS & AWARDS BR  
USDA, FSA, HRD, STOP 0595  
1400 INDEPENDENCE AVE SW  
WASHINGTON DC 20250-0595.

Direct questions concerning the submission of PE-171R's to Angela Gathers,  
HRD at 202-418-8979 or TTY 202-418-9116.

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Copy of FSA-70, Quarterly Recognition Report

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-70 (08-12-97)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. STATE	2. COUNTY
<b>QUARTERLY RECOGNITION REPORT</b> Report Control No. PE-171R				3. REPORTING PERIOD	
				<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MARCH <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	
4. TYPE OF AWARD	5. EMPLOYEE NAME AND GRADE	6. RACE, SEX, NATL. ORIGIN (Example): B : F: American	7. STANDARD JOB NUMBER	8. QUARTER TOTAL	9. AWARD AMOUNT (If TOA, indicate number of hours)
A. Performance Award					
B. Extra Effort					
C. Quality Step Increase					
D. Time Off Award					
E. Spot Award					
F. Suggestion (honorary)					
G. Suggestion (monetary)					
H. Other (specify)					
10. SIGNATURE OF COUNTY EXECUTIVE DIRECTOR		11. DATE		12. <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE REPORT	

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

Example of State Office Memorandum

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[State Office letterhead]

[Date]

TO: Angela Gathers  
Performance Management, Benefits and Awards Branch  
Human Resources Division

FROM: State Executive Director  
XXXXXX State FSA Office

SUBJECT: Quarter Recognition Reports (PE-171R) for the Quarter Covering July, August,  
and September 1997

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Report Submission Attached is one FSA-70 for each County Office in this State. These FSA-70's represent:

- all of the awards for County Office non-Federal employees that were submitted in the State of XXXXXX for the quarter covering July, August, and September 1997
- negative reports.

All attached FSA-70's have been reviewed in this office and are complete and accurate.

Contact Point Should you have any questions about this report submission, contact Jane Doe at 000-123-4567.

Attachments